

Position description

INFRASTRUCTURE DELIVERY COORDINATOR

Purpose

This position performs a hands-on coordination role to support the delivery of water and wastewater infrastructure projects within the Capital Works Program. It manages assigned projects through planning, supervision, and coordination of day labour and contractors to achieve safe, timely, and value-for-money outcomes. The role contributes technical advice, service delivery, and on-site oversight in support of organisational objectives.

Position number	5407
Classification	Stream A Level 6 / IFA
Directorate	Water and Waste Services
Department	Engineering and Technical Services
Section / Unit	Infrastructure Delivery
Reports to	Manager Infrastructure Delivery
Supervises other positions	Water Industry Team Leader x 3 + 9 indirect reports

Key Responsibilities

- Act as Project Manager for allocated infrastructure projects, coordinating capital infrastructure delivery resources, contractors, and day labour teams to achieve agreed scope, time, cost, and quality outcomes.
- Assist with design, constructability, and operational reviews to support effective project delivery and whole-of-life outcomes and contribute to team effectiveness through communication, coordination, as required.
- Coordinate on-site supervision and act as Superintendent's Representative, or Inspector for managed Contracts as directed.
- Support procurement, scheduling, and delivery of materials and resources, ensuring work is prioritised and completed within required timeframes.
- Assist with project financial planning, prepare budgets, and monitor expenditure to support value-for-money and fiscal accountability.
- Provide timely progress, performance, and financial updates on assigned projects to relevant internal stakeholders.
- Contribute to continuous improvement by reviewing completed works, methods, and materials and providing recommendations to improve efficiency, service, and performance.
- This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. Employees can therefore expect to undertake other duties in addition to those identified.

Selection Criteria

Education

- Trade-level qualification (AQF Level 3 or above) in Water Industry Operations, Plumbing, Civil Construction, or equivalent.

Certificates, Memberships, Tickets, Competencies & Licences

- Valid class C or CA driver licence (provisional or open) to drive a vehicle in Queensland.
- General Construction Induction (White Card).

Skills and Experience

- Demonstrated experience coordinating the delivery of civil and/or water infrastructure projects, including oversight of contractors and day-labour teams, with the capability to apply technical judgement to resolve issues and maintain scope, quality, and safety requirements.
- Proven ability in project planning, design review, scheduling, and on-site delivery, applying specialist knowledge to support constructability, risk management, and effective sequencing of capital works.
- Experience monitoring project budgets, supporting financial planning, and providing accurate expenditure and progress reporting, ensuring transparency and value-for-money.
- Sound working knowledge of civil construction standards, contract administration processes, and workplace health and safety obligations, with the ability to interpret requirements and ensure compliance across project activities.
- Strong communication and stakeholder engagement skills, with the ability to coordinate information flow, provide clear advice, and support collaborative problem-solving across internal teams, contractors, and external stakeholders.

Nice to have

- Advanced trade qualifications (AQF Level 4 or above) in Plumbing, Drainage, or a related discipline.
- Engineering Associate qualification (AQF Level 6 or above) recognised in Australia.
- Previous experience working in a local government environment.

Work Environment Requirements

Key Psychosocial Factors Include:

Emotional Demands

- Managing competing priorities and stakeholder expectations
- Exposure to employee emotional needs

Work Environment Factors

- Managing flexible work arrangements
- Reduced direct supervision and limited on-site support
- Variable environments including outdoor exposure to weather conditions, noise, dust, and traffic

Cognitive and Mental Load

- High cognitive load due to strategic thinking, decision-making, and problem-solving
- Requirement to interpret complex information and legislation

Physical Demands

- Predominantly desk-based work and screen use
- Occasional site visits or meetings requiring mobility

WHS	As per WHS Act 2011 (QLD) Section 28 Duties of Worker
Mandatory Training	As per Training Needs Analysis
Financial delegation	Refer to register
Vaccinations	Nil
Agreement	Fraser Coast Regional Council Certified Agreement (as varied or replaced)
Award	Queensland Local Government Industry (Stream A) Award (as varied or replaced)
Other	Nil

I, _____, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature of Employee

Date: _____